

HOW TO REQUEST AN OFFICIAL GED® TRANSCRIPT

The GED transcript is official documentation of earning a GED credential. The official transcript is needed to show proof of GED attainment for employment and entry to postsecondary education.

Fee for Replacement Documents

- There is a \$10 processing fee for an official transcript.
- A replacement diploma, a keepsake, is available for \$25.

Three ways to request an official transcript:

1. **Online** at www.GED.ky.gov
 - Pay fee with credit or debit card or mail in money order
 - Sign electronically, if GED record holder
 - Tell KYAE where to mail the transcript
2. **By mail.** Send the following information:
 - The full name under which you or the test-taker tested.
 - Social Security Number
 - Date of birth
 - Approximate year of testing
 - Name of the testing center, city or county
 - Individual's signature
 - A complete address where the transcript is to be mailed

Mail fee as a money order payable to Kentucky State Treasurer

Mail request and fee to:

GED
1024 Capital Center Dr, Suite 250
Frankfort, KY 40601

3. **Pick up in person** at the KY Adult Education office in Frankfort, KY (see address above):
 - Come between 8:30 - 11:30 a.m. or 1:30 - 4:00 p.m. Monday-Friday except for state holidays.
 - Bring government-issued photo ID.
 - Call 800-928-7323 for a records check if your record is prior to 1985.
 - Pay fee with cash or money order.

eTranscript

GED graduates that passed the GED Tests in Kentucky after 1985 can print an eTranscript for employment or entry to postsecondary education by going to <http://GED123.org> and entering their Access Code. The eTranscript option is on a tab above the screen with the scores. The eTranscript includes information for the employer or school so they can verify the scores.

If the GED graduate does not have their Access Code, they will have to order an official transcript from Kentucky Adult Education. Those requesting a transcript will receive both an official transcript and a sheet with the Access Code and information about how to print an eTranscript. Access Codes are not available from local GED Testing Centers or adult education centers.